SPB→Bilingual Services→Information and Guidance for Governmental Agencies→Language Survey and Implementation Plan Information→Survey Login Screen
OR
Go to http://www.spb.ca.gov/bilingual/LangSurveyInfo.htm

Language Survey

Login.cfm

Current Users... Please Login

User ID:	
Password:	
	Continue

New Users Sign Up Here ⬅

Instructions and Forms

Exit to the SPB Home Page

If you are a new user, click on the "New Users Sign Up Here" button.

Otherwise

Sign in as you normally would if you have an account.

Language Survey

Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up

Please Pick Your Department

SAMPLE DEPARTMENT

○ I am the Master Implementation Plan Coordinator.

◉ I am the Master Department Level Coordinator for the Language Survey. I can enter data for any unit in the department.

○ I am an Assistant Reporting Coordinator for the Language Survey. I can enter data for specific units in the department.

Continue
Exit

1. Select your department from the drop-down box.
2. Select the position that you have with the language survey.

Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up

Language Survey

First Name:	Duc		Last:	Tran		
Address:	801 Capitol				IMS:	
City:	Sacramento		State: CA	Zip:		
Email:	dtran@spb.ca.gov					
	If you do not have an e-mail address, type *None*					
Phone:	916-651-7481	Extension:				

[Sign Me Up]
[Exit]

Enter your information and click on the 'Sign Me Up' button.

IMS: Internal Mail Service Number

Welcome to the Language Survey Program
and the Implementation Program Questionnaire Process!

Please print this out for future reference. If you forget your password,
Call the State Personnel Board Language Survey Program (916.651-8220).

User ID: DTran
Password: TranXX00

Department: SAMPLE DEPARTMENT
Reporting Group: Master
Email: dtran@spb.ca.gov
First Name: Duc
Last Name: Tran
Phone: 916-651-7481
Extension:

Thank you for signing up. Someone from the SPB Bilingual Services Unit Staff
will approve your account. You will not be able to access this account until you
have been activated. If you have any questions, or if your account is not active
within 24 hours, please call the Bilingual Services Unit at (916) 651-8417.

[Return Login Page]

Language Survey Sign-In

Implementation Plan Sign-In

Please print this confirmation page out for reference. Notify your BSP
Analyst to activate your account. Your BSP Analyst will notify that your
account has been activated. Your account should be activated within 24
hours.

Language Survey

Login.cfm

Current Users... Please Login	
User ID:	DTran
Password:	********
	Continue

New Users Sign Up Here

Instructions and Forms

Exit to the SPB Home Page

The Master Coordinator can log in after the account has been activated. Your first login will be case sensitive. Make sure to use the same user id and password on the confirmation page.

Language Survey

2005-2006 Survey

	The following survey is available for Data Entry and Edit.				
Survey No.	Survey Name	Survey Yr.	Week 1 Start	Week 2 Start	
3	2005/2006 Language Survey	2006	01/09/2006	02/06/2006	Edit Survey Info
	PICK A DIFFERENT SURVEY TO WORK ON				

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff

The first task, as a **Master Coordinator** is to define the survey dates.

7

Make sure the two survey weeks are **nonconsecutive** and have **five days** in each week. By default, 5% is the criteria.

Language Survey

2005-2006 Survey

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff

The following survey is available for Data Entry and Edit.					
Survey No.	Survey Name	Survey Yr.	Week 1 Start	Week 2 Start	
3	2005/2006 Language Survey	2006	01/09/2006	02/06/2006	Edit Survey Info

PICK A DIFFERENT SURVEY TO WORK ON

By default, the first Reporting Group for the Master Coordinator is called 'Master'. The name of the Reporting Group can be changed to another name. At least one Unit must be added to the 'Master' Group.

For larger Departments, the Master Coordinator can add additional groups by clicking the "Select, Add or Edit a Reporting Group" hyperlink. Again, at least one Unit must be added to each Group. The Master Coordinator can either add the units or have the Assistant Coordinator add the units. Keep in mind, the Assistant Coordinator can only add units in the Group that he/she is in charge of.

I will discuss this further later in the section.

Organizational Chart

Sample Department

Master Group

LA District Group

Exam Services Unit

Service Counter Unit

Language Survey

2005/2006 Language Survey

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Reporting Groups are *sub-department* level collections of Units. You may designate ***Associate Survey Coordinators*** for organizational functions such as Boards, Commissions,Facilities or Institutions to assist you in collecting and reporting survey data. **You will add units to these reporting groups!**

The following Reporting Groups are on file for your Department:

Add a New Reporting Group

- Master   Change Group Name

Language Survey

2005/2006 Language Survey

Instructions and forms	**Add Reporting Group to SAMPLE DEPARTMENT**	
ADMINISTRATIVE FUNCTIONS:	Add Reporting Group:	Report Group Name: LA District
View / Define Surveys		Click Here to Add This Reporting Group
Select, Add or Edit a Reporting Group		
View/Approve Reporting Assistants		
SURVEY INFORMATION DATA		

To add a Group to your Department, enter the Reporting Group Name and click the add button.

For larger Departments, repeat the process to enter all the Reporting Groups. The Master Coordinator should alert its Assistants when the Survey Weeks and Reporting Groups are defined.

2005/2006 Language Survey

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form_D

Enter Unit Contact Tally Summaries Form_E

Add or Update Units

Reporting Group:	LA District
Add New Unit	
Reporting Group:	Master
Add New Unit	

Language Survey

BILINGUAL SERVICES PROGRAM

2005/2006 Language Survey

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Reporting Area: Master.	
New Unit Name:	Exam Services
County:	SACRAMENTO
ZipCode:	95814

Add This Unit .

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Language Survey

Login.cfm

Current Users... Please Login

User ID:	
Password:	
	Continue

New Users Sign Up Here ⬅

Instructions and Forms

Exit to the SPB Home Page

Language Survey

Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up

Please Pick Your Department

SAMPLE DEPARTMENT ▾

○ I am the Master Implementation Plan Coordinator.

○ I am the Master Department Level Coordinator for the Language Survey. I can enter data for any unit in the department.

⬅ ◉ I am an Assistant Reporting Coordinator for the Language Survey. I can enter data for specific units in the department.

Continue ⬅
Exit

For new Assistant Coordinators, they will need to choose the correct department and click on the third radio button then click 'Continue' button to continue.

Assistant Coordinators that already have a User ID and Password can skip this process and login as usual.

Master Language Survey Coordinator Accounts or
Master Implementation Plan Coordinator Account
Sign-Up

Language Survey

First Name: Amy	Last: Leung
Reporting Group: LA District	
Address:	801 Capitol Mall	IMS: MS-64
City:	Sacramento	State: CA	Zip: 95814
Email:	aleung@spb.ca.gov	
	If you do not have an e-mail address, type *None*	
Phone:	916-651-8374	Extension:

Sign Me Up

Assistant Coordinators need to enter their information and click "Sign Me Up". Make sure to choose the correct Reporting Group.

Welcome to the Language Survey Program
and the Implementation Program Questionnaire Process!

Please print this out for future reference. If you forget your password,
Call the State Personnel Board Language Survey Program (916.651-8220).

User ID: ALeung
Password: LeungXX05

Department: SAMPLE DEPARTMENT
Reporting Group: SPB Testing
Email: aleung@spb.ca.gov
First Name: Amy
Last Name: Leung
Phone: 916-651-xxxx
Extension:
Thank you for signing up. Please notify your Department's Bilingual Services
Coordinator so they can activate your logon. You will not be able to access this
account until you have been activated. If you have any questions, or if your
account is not active within 24 hours, please call your Departmental Bilingual
Services Coordinator.

[Return Login Page]

A confirmation page will display. Please print for your reference. Your
Master Coordinator will be notified via email to activate the account.

2005-2006 Survey

	The following survey is available for Data Entry and Edit.				
Survey No.	Survey Name	Survey Yr.	Week 1 Start	Week 2 Start	
3	2005/2006 Language Survey	2006	01/09/2006	02/06/2006	Edit Survey Info

PICK A DIFFERENT SURVEY TO WORK ON

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants ←

SURVEY INFORMATION DATA ENTRY

Language Survey Reporting Assistant Approval

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

View/Approve Reporting Assistants

SURVEY INFORMATION DATA ENTRY

Change My User Information

The following Users have signed up as Reporting Assistants.
You may approve or disapprove them now.

Name	Reporting Group	Authorized			
Amy Leung	SPB Testing	No	approve	disapprove	delete
Linda Hargan	Master	Yes	approve	disapprove	delete
Linda MacCracken	Master	Yes	approve	disapprove	delete
Isaiah Mall	Master	Yes	approve	disapprove	delete
Victor Mendoza	Master	Yes	approve	disapprove	delete
Sample Training	Master	Yes	approve	disapprove	delete
Teddy Samples	Northern Region Investigations	Yes	approve	disapprove	delete

---

2005/2006 Language Survey

Instructions and forms

ADMINISTRATIVE FUNCTIONS:

View / Define Surveys

Select, Add or Edit a Reporting Group

user Amy Leung has been Approved

An email will notify the Master Coordinator that a new Assistant Coordinator has signed up.

The Master Coordinator will log in as normal. Click on "View/Approve Reporting Assistants" hyperlink and approve its Assistant Coordinators. After approval, the Assistant Coordinator (Amy Leung) can login and enter data. The Master Coordinator needs to notify its Assistants that their account has been activated.

Login.cfm

Current Users... Please Login

User ID:	aleung
Password:	*********
	Continue

New Users Sign Up Here

Instructions and Forms

Exit to the SPB Home Page

2005-2006 Survey

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census-Form_D

Enter Unit Contact Tally Summaries-Form_E

Calculations/Reports

Log Off

The following survey is available for Data Entry and Edit.					
Survey No.	Survey Name	Survey Yr.	Week 1 Start	Week 2 Start	
3	2005/2006 Language Survey	2006	01/09/2006	02/06/2006	Edit Survey Info
PICK A DIFFERENT SURVEY TO WORK ON					

After the Assistant Coordinator logs in, the first task for the Assistant Coordinator is to add its unit(s).

Language Survey

2005/2006 Language Survey

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census-Form_D

Enter Unit Contact Tally Summaries-Form_E

Calculations/Reports

Log Off

Add or Update Units

Reporting Group: LA District

Add New Unit

Language Survey

2005/2006 Language Survey

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census-Form_D

Enter Unit Contact Tally Summaries-Form_E

Calculations/Reports

Log Off

Reporting Area: LA District.

New Unit Name: Service Counter

County: LOS ANGELES

ZipCode: 95213

Add This Unit .

Click 'Add New Unit' hyperlink to enter new Units. Enter the Unit's name and information. Click 'Add This Unit' button.

2005/2006 Language Survey

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form D

Enter Unit Contact Tally Summaries- Form E

Calculations/Reports

Log Off

Enter **Unit Staffing** Information - Form D

Reporting Groups and Units

Reporting Group: LA District

- **Service Counter**

After the Assistant Coordinator enters all of its units, the Assistant Coordinator can start entering data for the **'Employee Staff Census-Form D'** and the **'Unit Contact Tally Summaries-Form E'**.

2005-06 LANGUAGE SURVEY
PUBLIC CONTACT EMPLOYEE INFORMATION
FORM C
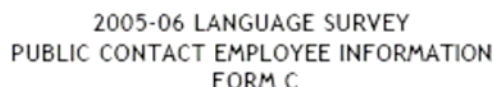
Department Name: Sample Department

Reporting Group: LA District   Unit Name: Service Counter

City: Los Angeles   County: Los Angeles   Zip Code: 95213

Employee's Name: Yessicak Ramirez

Class Title: Office Technician   Class Code:

Time Base: ☑ Full-Time
☐ Part-Time Equivalency: _____   ☐ Intermittent Equivalency: _____
[Hours Worked/80]¹   [Hours Worked/80]¹

Language Fluency (Language Codes on Reverse)	Bilingual Certification	Year Fluency Exam(s) Passed	Receiving Bilingual Pay
☐ English (ENG) Only			
☐ SPA	☐ Self-Certified Fluent - Not Tested/Certified		
	☑ Certified Bilingual Fluency - Verbal: ☐ State Personnel Board (SPB) ☑ Los Angeles Unified School District (LAUSD) ☐ State Department (Specify):		
	☐ Other (Specify):		
	☐ Certified Bilingual Fluency - Written/Translation: ☐ Los Angeles Unified School District (LAUSD) ☐ State Department (Specify):		
	☐ Other (Specify):		☐ Yes
☐ _____	☐ Self-Certified Fluent - Not Tested/Certified		☐ No
	☐ Certified Bilingual Fluency - Verbal: ☐ State Personnel Board (SPB) ☐ Los Angeles Unified School District (LAUSD) ☐ State Department (Specify):		
	☐ Other (Specify):		
	☐ Certified Bilingual Fluency - Written/Translation: ☐ Los Angeles Unified School District (LAUSD) ☐ State Department (Specify):		
	☐ Other (Specify):		

Language Codes & Instructions on Side 2

Reporting Group: LA District		Unit Name: Service Counter	
City: Los Angeles	County: Los Angeles		Zip Code: 95213

INCLUDE **ALL** PUBLIC CONTACT STAFF, INCLUDING ENGLISH-SPEAKING

Language Fluency	CERTIFIED BILINGUAL						NOT CERTIFIED BILINGUAL		
	Full-Time		Part-time Equivalent [Hours/80]		Intermittent Hours [Hours/80]		Full-Time	Part-time Equivalent [Hours/80]	Intermittent Hours [Hours/80]
	BP	NBP	BP	NBP	BP	NBP			
English ONLY (ENG)							3	.5	
Spanish (SPA)	2.00	1.00							
American Sign (ASE)									
Amis/Taiwanese (ALV)						0.50			
Arabic (ABV)									
Armenian (HYE)									
Cambodian/Khmer (KMR)									
Cantonese/Yue (YUH)		1.00		0.80					
Croatian (SRC)									
Farsi/Persian (PES)									
French (FRN)									
German (GER)									
Hebrew (HBR)									
Hindi (HND)									
Hmong (HMN)									
Ilocano (ILO)									
Indonesian (INZ)									
Page Total	2.00	2.00	0.00	0.80	0.00	0.50	0.00	0.00	0.00

4/Total hours worked over two-week survey period÷ 80 Hours
4/BP = Receiving Bilingual Pay 4/NBP = Not Receiving Bilingual Pay

Additional Languages on Reverse (Side 2)

Form D is a count of all Forms C. The Assistant Coordinator must do a manual count of each public contact staff within each unit. This information is then entered into the automated system.

UnitStaff1.cfm

Form D - Unit Staff Census - Public Contact Staff Totals

Unit: Service Counter County: LOS ANGELES Zip Code: 95213	Staff Receiving Bilingual Pay:

Total Unit Public Contact Staff: **0.00** (The sum of all public contact staff)

TOTAL UNIT STAFF Counts Includes all English Speaking AND Bilingual public contact employees			
Number of Full Time Staff:	Part Time (FT Equiv.) Staff:	Intermittent (FT Equiv.) Staff:	Intermittent Hours:

All Done - No more Staff to add.

ADD BILINGUAL STAFF Counts (DO NOT ENTER CONTACTS ON THIS PAGE.)			
Language:	English ▾		

	FT	PT (FT Equiv.)	Int (FT Equiv.)	IntHrs
CERTIFIED (Bilingual Pay)	0.00	0.00	0.00	0.00
CERTIFIED (No Bilingual Pay)	0.00	0.00	0.00	0.00
NOT CERTIFIED Bilingual Staff	3	.5	0.00	0.00

ALL **ENGLISH** PUBLIC CONTACT STAFF ARE TO BE ENTERED INTO THE GRAY SHADED AREA MARKED **NOT CERTIFIED** Bilingual Staff

Add Bilingual STAFF Counts

Navigation sidebar:

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form_D

Enter Unit Contact Tally Summaries- Form_E

Calculations/Reports

Log Off

For all staff who speak only English, please enter the count on the shaded area marked "NOT CERTIFIED Bilingual Staff." Continue to input data until all public contact staff are entered for the unit.

Language Survey

2005/2006 Language Survey

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form D

Enter Unit Contact Tally Summaries- Form E

Calculations/Reports

Log Off

Enter **Tally Summary** Information - Form E

Reporting Groups and Units

Reporting Group: LA District

- **Service Counter**

Form E is a tally of all public contacts grouped by units and languages.

2005-06 LANGUAGE SURVEY
UNIT CONTACTS (VERBAL) SUMMARY
FORM E

Sample Department

(Department Name)

Reporting Group: LA District				Unit Name: Service Counter			
City: Los Angeles			County: Los Angeles			Zip Code: 95213	

Language	Number of Contacts			Language	Number of Contacts		
	Week 1	Week 2	Total		Week 1	Week 2	Total
English (ENG)	550.00	450	1,000.00	Korean (KKN)			0.00
Spanish (SPA)	125.00	125.00	250.00	Laotian (NOL)			0.00
American Sign (ASE)			0.00	Mandarin (CHN)			0.00
Arabic (ABV)			0.00	Mien (IUM)			0.00
Armenian (HYE)			0.00	Polish (PQL)			0.00
Cambodian/ Khmer (KHR)			0.00	Portuguese (POR)			0.00
Cantonese/Yue (YUH)			0.00	Punjabi (PNJ)			0.00
Croatian (SRC)			0.00	Russian (RUS)			0.00
Dutch (DNS)			0.00	Samoan (SMY)			0.00
Farsi/Persian (PES)			0.00	Serbian (SRP)			0.00
French (FRN)			0.00	Somali (SOM)			0.00
German (GER)			0.00	Tagalog (TGL)			0.00
Greek (GRK)			0.00	Urdu (URD)			0.00
Hebrew (HBR)			0.00	Vietnamese (VIE)	12.00	20.00	32.00
Hindi (HND)			0.00				
Hmong (HMN)			0.00				
Ilocano (ILO)			0.00				
Indonesian (INZ)			0.00				
Italian (ITN)			0.00				
Japanese (JPN)			0.00				

Rev. 06/2005

Form E is a count of all Forms B. The Assistant Coordinator must do a manual count of each public contact staff within each unit. This information is then entered into the automated system.

2005-06 LANGUAGE SURVEY
PUBLIC CONTACT TALLY SHEET (Verbal Contacts)
FORM B

Sample Department

(Department Name)

Reporting Group: LA District | Public Contact Employee: Yessicka Ramirez

Survey Week: ☑ 1st Week: 1/09/2006 to 1/13/2006 ☑ 2ND Week: 2/06/2006 to 2/10/2006

(Date) (Date) (Date) (Date)

Weekly Summary:	ENG	SPA	ASE	ABV	HYE	KMR	YUH	PES	FRN	GER	HBR	HND	HMN	ITN
	253	35												

JPN	KKN	NOL	CHN	POR	PNJ	TGL	RUS	VIE					
								5					

English (ENG)	Spanish (SPA)	American Sign (ASE)

Arabic (ABV)	Armenian (HYE)	Cambodian/Khmer(KMR)	Cantonese/Yue (YUH)	Farsi/Persian (PES)	French (FRN)	German (GER)	Hebrew (HBR)	Hindi (HND)	Hmong (HMN)

Italian (ITN)	Japanese (JPN)	Korean (KKN)	Lao/Laotian (NOL)	Mandarin (CHN)	Portuguese (POR)	Punjabi/Panjabi (PNJ)	Tagalog (TGL)

Russian (RUS)

Vietnamese (VIE)

Additional Languages and Codes on Reverse (Side 2)

Rev. 6/2005

Language Survey

SPB Language Survey Program

2005/2006 Language Survey

Instructions and forms

SURVEY INFORMATION DATA ENTRY

Change My User Information

Add/Edit Units

Enter Employee Staff Census- Form_D

Enter Unit Contact Tally Summaries- Form_E

Calculations/Reports

Log Off

Form E - Public Contact Tally Summaries:
Be sure to include contacts for all languages, including English

Unit: Service Counter

Language: Vietnamese-(VIE)   Contacts: 32

If the language is not listed, please enter it here:

Add

Language	Contacts	Action
Amis/Taiwanese	0	Change
Cantonese/Yue	0	Change
English	1000	Change
Spanish	0	Change
Total Unit Contacts So Far:	1000	

Return to Unit Selection

Choose the language from the drop-down list and enter the number of contacts from **Form E**. Click the 'Add' button when complete. Repeat the same process for all languages.

2005/2006 Language Survey

Report Menu

These reports will open in a new window. To print them, use the "print" icon on your browser or select "File", then "Print" from the browser menu bar *while viewing your report*.
To return to this page, close the report by clicking on the "x" in the upper right hand corner of the window.

Report	Description
*All Units by Reporting Group	Contains the **detail** survey data for each unit, by reporting group.
*Reporting Group Summary	Contains the **summary** survey data for all units within each reporting group.
*Choose a Unit to Print	Contains the **detail** survey data for one unit selected by the user.
*Deficiency Report	Contains the **detail** survey data only for those units where a deficiency was identified.

Left navigation menu:
Instructions and forms
SURVEY INFORMATION DATA ENTRY
Change My User Information
Add/Edit Units
Enter Employee Staff Census- Form_D
Enter Unit Contact Tally Summaries- Form_E
Calculations/Reports
Log Off

After entering the data for all units, the Assistant Coordinator and Master Coordinator can view a number of reports. Click on the 'Calculations/Reports' hyperlink and choose the report to view on the Report Menu.

The Master Coordinator can view all reports within Department.
The Assistant Coordinator can ONLY the reports within his/her own Group.